



## Springettsbury Township Zoning Hearing Board Application



### Zoning Hearing Board

Appeals, Special Exceptions and Variances

Meetings are held on the first Thursday of each month and begin at 6:00 p.m. The deadline to file is 30 days prior to the meeting.

\*Cases involving planning issues may be required to go before the Planning Commission prior to going to Zoning Hearing Board.

### Submission Requirements:

1. 10 copies of Application and all supporting documents
2. Filing Fee:           Variance or Special Exception - \$300.00  
                                  Appeal of Zoning Officer - \$500.00

- \* Application must be filled out to the fullest possible extent.
- \* Applications will not be considered duely filed unless they are signed and dated.
- \* Large plans must be folded to 9"x12" size with project name visible.
- \* A Site Plan must be included with submission and must show the following:
  - Detail and Accuracy of all property lines, right-of-ways, structures on lot, parking areas, street names, adjoining properties, other information as required by Springettsbury Township.
  - Must demonstrate compliance with all applicable provisions of the Zoning Ordinance.
- \* Photographs of the Variance subject are a very helpful resource.
- \* If an overhead presentation is desired, the electronic must be submitted to the Community Development Coordinator in pdf format by 12:00pm on the day of the meeting. CD's will not be accepted at the time of the meeting.
- \* Placement on meeting agenda will be determined by the order in which the submissions are received to the Township.
- \* The property in question will be posted with a sign in public view. In addition, the notice of case hearing will be printed in the newspaper as well as on the internet. All property owners within 200 feet of the property in question will be notified by mail.



# Springettsbury Township Zoning Hearing Board Application



<b>(For Township Use Only)</b>		
Zoning Case #: _____	Date of Filing: _____	Meeting Date: _____

<b>Applicant Requests a Hearing before the Zoning Hearing Board and a Determination on the following Matter:</b>		
<input type="checkbox"/> <b>Appeal of Zoning Officer</b> (Fill in Section 1 only)	<input type="checkbox"/> <b>Special Exception</b> (Fill in Section 2 only)	<input type="checkbox"/> <b>Variance</b> (Fill in Section 3 only)

Applicant's Name: _____	
Address: _____	
Phone #: _____	Email Address: _____

Property Owner's Name (if different from applicant): _____	
Address: _____	
Phone #: _____	Email Address: _____
<b>**If the applicant is not the legal or record owner of the property, written authorization of the owner to sign or proof of equitable ownership, such as a contract for sale or lease, must be attached to this application.</b>	

Consultant's Name (if different from applicant): _____	
Address: _____	
Phone #: _____	Email Address: _____

Site Address: _____		
Tax Map: _____	Parcel #: _____	Zoning District: _____
Lot Size: _____	Acres _____	Square Feet _____
Present Use: _____		
Proposed Use: _____		
Was a Zoning Application previously submitted for this project? <input type="checkbox"/> Yes    Date: _____ <input type="checkbox"/> No		



**Section 2**  
**Request for Special Exception (See Section §325-156)**

Applicant must provide the following information:

1. List the Specific Sections of the Zoning Ordinance under which application is being filed: \_\_\_\_\_

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2. Brief description of proposed use: \_\_\_\_\_

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3. Give a brief explanation of how the proposed use will:

A. Comply with all applicable provisions and be consistent with the purpose and intent of the Zoning Ordinance: \_\_\_\_\_

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B. Not detract from the use and enjoyment of adjoining or nearby properties: \_\_\_\_\_

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C. Not substantially change the character of the subject property's neighborhood: \_\_\_\_\_

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D. Have adequate public facilities available to serve the proposed use (i.e. schools, fire, police, ambulance services; sewer, water, other utilities; vehicular access, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. If within the Floodplain Overlay Zone, how will you comply with the requirements listed in Sections §325-75-§325-82: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Comply with those criteria listed in Section §325-190.F(2) and all other applicable regulations within the Zoning Ordinance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Not substantially impair the integrity of the Township's 2006 Comprehensive Plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
\*Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**\*If other than property Owner, Authorization from Owner to sign must be attached.**

**Section 3**  
**Request for Variance (See Section §325-190.F.3)**

Applicant must provide the following information:

1. List the Specific Sections of the Zoning Ordinance for which Variance is requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Brief description of proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If it is alleged that the provisions of the Zoning Ordinance inflict unnecessary hardship upon the applicant due to unique physical circumstances or conditions peculiar to the property, then briefly explain or describe:

- A. The nature of the unique physical circumstances or conditions peculiar to the property in question and not shared by other properties in the vicinity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- B. Why there is no possibility that the applicant can develop or make reasonable use of the property in strict conformity with the provisions of the Zoning Ordinance : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- C. Why the unnecessary hardship has not been created by the applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Why the Variance, if authorized, will not alter the essential character of the Zoning District or neighborhood in which the property is located, nor substantially or permanently impair the appropriate use or development of the adjacent property, nor be detrimental to the publicwelfare:

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E. Why the Variance, if authorized, will represent the minimum Variance that will afford relief and will represent the least modification possible of the regulations in issue: \_\_\_\_\_

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F. How the Variance will comply with those criteria listed in Section §325-190.F(3) and all other applicable Regulations within the Zoning Ordinance : \_\_\_\_\_

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I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
\*Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**\*If other than property Owner, Authorization from Owner to sign must be attached.**